

Cleveland Township Planning Commission

Cleveland Township Hall, Leelanau County, Michigan

Draft Regular Minutes, January 5, 2022

1. **Call to Order:** Chair Manikas called the regular meeting to order at 7:00 PM
Roll Call: Chair Dean Manikas, Vice Chair Kim Hayes, Secretary Paul Stowe, Board Rep Todd Nowak, and Commissioner Travis Stein.
2. **Consideration of the Agenda:** Move New Business to #9 and then move forward with Continuing Business.
3. **Public Comment:** None
4. **Pronouncement of any Conflict of Interest:** None declared
5. **Consideration of December 1, 2021 Public Hearing and Regular Planning Commission Minutes:** Members reviewed the minutes. **MOTION BY STOWE AND SECOND BY NOWAK TO ACCEPT THE MINUTES AS DRAFTED. Motion passed 5-0.**
6. **Report by Chair:**
 - a. FEMA notice came out. Not sure what needs to be done now, it will need to be posted in the Enterprise.
 - b. ZBA meeting coming up regarding a variance request for the setback from the road. Current setback from the road is 40 feet, do not know why that is the current requirement. That is greater than road commission requirement. Planning Commission may need to revisit the setback.
7. **Reports and Correspondence by Members:** None
8. **Report by Zoning Administrator:**
 - a. **Annual Report**
 1. 29 Land Use Permits issued.
 2. Summary of structures in Residential and Agricultural Districts:
 - i. Single Family Homes – *note* 6 total permitted in 2021
 - ii. Guest Houses
 - iii. Additions to single family homes
 - iv. Porches
 - v. Decks
 - vi. Storage Buildings/garages

3. Business 2 Districts:
 - i. Two additions to existing storage buildings (separate parcels/owners)
4. Two violations issued to two separate property owners for RV camping trailers that did not meet zoning regulations. This seems to be indicative of the housing situation.
5. Presented site plan and findings of fact to the Cleveland Township Planning Commission for a proposed garage to be built in the Scenic Viewshed Overlay.
6. Issued findings of fact to the Cleveland Township ZBA regarding; a proposed garage located in the Composite Wetlands area and a residential dwelling currently in violation of zoning setbacks where the owner was requesting a variance.

b. January 2022 Report

1. One Land Use Permit Issued – new attached garage and porch additions (park service approval has been received for the project).
2. Received multiple phone calls from real estate agents about zoning as it pertains to the Sugar Loaf Townhouses.
3. Visited two proposed and permitted building sites.
4. Visited a vacant lot on Lime Lake Road in regards to a variance request from the road right of way.
5. Seems like a good idea to reduce the setback. Makes sense to build closer to the build closer to the road than to the lake. Other townships are anywhere from 10 feet to 50 feet. Road commission is 33 feet, but they would like 34 feet.

9. New Business:

- a. **Officers 2021: MOTION TO KEEP DEAN MANIKAS AS CHAIR, KIM HAYES AS VICE CHAIR, AND PAUL STOWE AS SECRETARY BY NOWAK AND SECOND BY STEIN. Motion passed 5-0.**
- b. **Meeting Dates 2021:** Currently meetings are on the 1st Wednesday of the month.
 1. Chair Manikas will miss the April 6, 2022 meeting.
 2. Vice Chair Hayes will miss the February 2, 2022 meeting.
 3. **MOTION TO ACCEPT THE MEETING SCHEDULE AS PROPOSED BY STOWE AND SECOND BY STEIN. Motion passed 5-0.**
- c. **Annual Report:** No additions or corrections to the presented annual report.
 1. **MOTION TO ACCEPT THE 2021 ANNUAL REPORT AS PRESENTED BY HAYES AND SECOND BY STEIN. Motion passed 5-0.**

10. Continuing Business:

- a. **Master Plan review, community survey construction:**
 1. Secretary Stowe added the discussed uses and the uses in Section 9.11.2(1) from the Agricultural Tourism Ordinance Draft to the survey.

2. Vice Chair Hayes took the survey online and it took her 20 minutes to complete. She also had a question about the first question and gravel and unimproved roads and if they are important. How are people expected to answer the question? Why are we asking it? Question was kept for consistency from the first survey. Reflects the nature of the area.
3. Vice Chair Hayes also had a question about the short-term rental section on the survey. When the survey asks about how many guest you can only put a whole number, you are unable to response with an answer based on the size of the rental or something like that. Adding a question, "should there be limits to short term rentals" and include check-boxes with types of limitations (number of guests, number of vehicles, length of stay.)
4. Yarrow Brown spoke to the board, is there enough in the survey about housing? Zoning Administrator Valentine III suggested we add some question based on Yarrow's presentation. Ask if guest house occupancy should be allowed year round.
5. Collect respondent residency status/demographics. Use the questioning from previous survey.
 - i. Do you live in the township?
 - ii. Are you a full-time or part-time resident of township?
 - iii. What is the respondent's age range?
6. Survey questions are to be made all optional.
7. Adding "prefer not to answer" to the yes, no, maybe questions.
8. Change the title to 2022 Cleveland Township Survey.
9. Add parcel size to campground line of questioning and specify as a private campground with 5 or more sites.
10. Alcohol production and sales, eateries as two separate choices to replace existing selections.

b. Master Plan Agriculture, Objective 1 Action Step 2:

1. Section 9.11.2 was changed to state only in the Agricultural district.
2. Add playground equipment language to list in section 9.11.2(1).
3. Remove 9.11.2(1)(o) from the list.
4. Change second paragraph to remove wedding venues, lodging options such as inns and cabins and restaurants, and include farms stays; including glamping options.
5. Remove Special Land Use Permit from section 9.11.3(1 & 2).
6. Chair Manikas will add standards for farm stays to 9.11.3(2) in the Agricultural Tourism Ordinance v.3. Standards will include size, number of sites, conditions for who must be present/residing at the farm.
7. Board Rep Nowak expressed concerned about the traffic and other issues that the Agricultural Tourism Ordinance might bring since almost none of this has allowed and almost none of the items in the ordinance have been asked for.

8. Vice Chair Hayes suggested some restructuring due to some concerns expressed.

11. **Public Comment:** None

12. **MOTION TO ADJOURN BY STOWE AND SECOND BY STEIN. Motion passed 5-0.**

Adjournment at 8:38 PM.